



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Victims Advocate

FLSA: NE

SERVICE: Classified

REVISED: 7/1/05

Summary: Under close supervision, performs service work of moderate difficulty in counseling victims of crime, and performs related duties as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Assists in providing advocacy to victims of crime including courtroom escort, crisis counseling, and liaison with prosecutor.
- Contacts victims and provides information regarding their lawful rights
- Assists with victim impact statements and restitution application completion.
- Investigates claims; interviews victims, witnesses and associated significant individuals.
- Assists in providing resources and resources referrals to victims.
- Notifies victims of court proceedings and status of case. Provides courtroom orientation and prepares victims for court proceedings. Escorts and presents victims in court; advocates for victims in court.
- Acts as liaison between victims and other law enforcement agencies or service providers.
- Refers victims for services from medical, mental health, funeral and other providers. Verifies medical billings and insurance information for payments
- Prepares reports and claims using specialized software.
- Prepares and conducts educational seminars.

Knowledge and Skills:

- Knowledge of the Criminal Justice System, court proceedings and documents.
- Knowledge of Title 13 of the Arizona Revised Statutes, victim notification, compensation rights and timeframes.
- Knowledge of medical, financial and other assisting agencies and referral resources in the community.
- Knowledge of word processing computer and other office machines.
- Knowledge of other guidelines, regulations and statutes affecting the department.
- Skill in motivating and advocating for others' rights.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

Minimum Qualifications:

High School Diploma or G.E.D.; AND some college coursework in Behavioral Science, Criminal Justice or a related field; AND two years legal experience; AND ability to pass a background check; AND a valid driver's license.